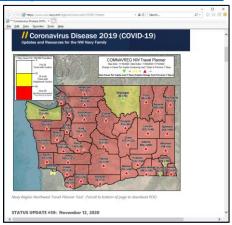
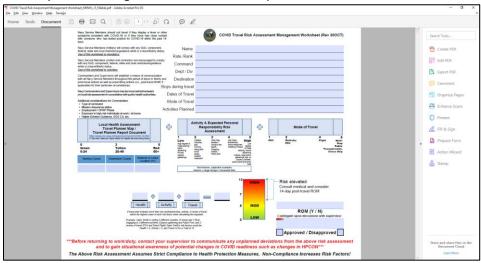
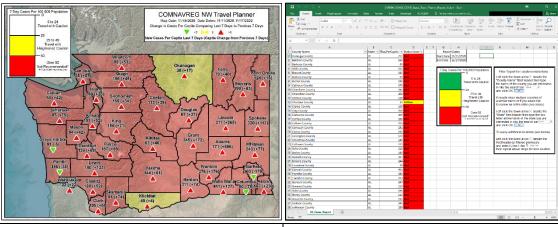
COVID Travel Risk Assessment Management Worksheet Instructions

- 1. Obtain COVID Travel Risk Assessment Management Worksheet from the URL below:
 - a. https://www.cnic.navy.mil/regions/cnrnw/om/COVID-19.html



- 2. Download and open the COVID Travel Risk Assessment Management Worksheet and the associated Travel Planner resource Documents
 - a. Use Map for Washington state travel and Report Tool for out of state travel

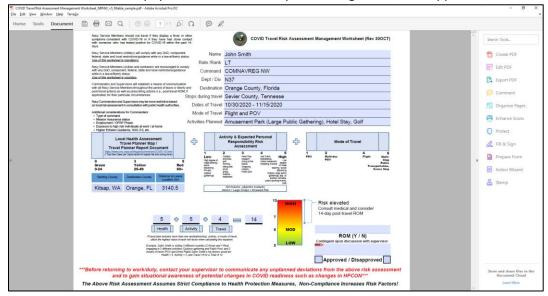




Washington State Travel

Out of State Travel

- 3. Populate the COVID Travel Risk Assessment Management Worksheet and provide to Supervisor
 - a. Use this worksheet when taking travel OR when having travelers visit you
 - i. Both scenarios will be referred to henceforth as "Traveler"
 - b. "Traveler" will populate all blocks except ROM, Signature, and Approved/Denied blocks



- c. To generate Risk Scores:
 - i. Health: Use the Map for WA state travel and the Report Tool for out of state travel to determine the highest risk category of all stops and destinations
 - 1. The highest risk locations for the destination and stops in this example had a Red status which is a score of **5**
 - ii. Activity: Use the example Activities listed to determine the highest risk category of the activities you will engage in
 - 1. The highest risk activity in this example was a <u>large public gathering</u> which is a score of **5**
 - iii. Travel: Use the example Modes of Travel to determine the highest risk category travel method used
 - The highest risk mode of travel in this example was <u>flight</u> which is a score of 4
- 4. Supervisor will review the worksheet and predetermine if a ROM is recommended based on risk of exposure identified in travel plans. (Telework can be utilized during ROM where appropriate)
 - a. If the "Traveler" is military, supervisor can mark if the travel plans are approved or disapproved then sign to certify the approval/disapproval process
 - b. If the "Traveler" is civilian/contractor, supervisor can NOT disapprove a travel request. The signature is only acknowledgement of assessing the risk of the identified travel plans and certifying the supervisor's ROM recommendation
- Before returning to work/duty, contact your supervisor to communicate any unplanned deviations from the above risk assessment and to gain situational awareness of potential changes in COVID readiness such as changes in HPCON